

ARTICLE 13
CLASSIFICATION PROCESS

Section 1: Position Review.

- a. It is agreed that IHSQE shall complete a review of each affected position within a reasonable period of time usually NTE 120 days after receipt of new classification standards. UNION may submit pertinent data to the Servicing Personnel Office for consideration in reviewing the position. IHSQE further agrees to complete appropriate personnel actions promptly within 2 full pay periods except in unusual circumstances following the classification review provided position is upgraded. If the review indicates that bargaining unit positions must be downgraded, UNION will be so notified in writing.
- b. IHSQE will maintain a complete and up-to-date file of position descriptions of all classified positions in the bargaining unit, and will provide each employee with a copy of their position description, upon request.
- c. When an EMPLOYEE believes that significant changes have occurred in their regularly, assigned responsibilities and performed duties, the EMPLOYEE will discuss the situation with their supervisor. If the supervisor cannot resolve the EMPLOYEE'S concerns to the EMPLOYEE'S satisfaction, the EMPLOYEE may request that the supervisor arrange for the Servicing Personnel Office to provide further information to the EMPLOYEE. Any EMPLOYEE may file a statutory classification appeal of their position at anytime in accordance with appropriate rules and regulations. A reclassification shall be effective promptly within two (2) full pay periods following final approval by the Servicing Personnel Office.

Section 2: Continuing Review.

The process for determining the title, series and grade of positions of EMPLOYEES is conducted in accordance with applicable regulations to assure that classification determinations are appropriate to the work currently being performed by the EMPLOYEES. In any case where a position description is modified to the extent that the title, series and grade level or qualification requirements will be affected, UNION will be informed of the change prior to the effective date.

Section 3: Desk Audit.

In the event the parties are unable to agree on the necessity for such a review, the EMPLOYEE may request that the Servicing Personnel Office conduct an examination of the EMPLOYEE'S work assignments to determine whether or not the title, series and

grade are proper for the work performed. Normally, this review will be completed within sixty (60) work days following receipt by the Servicing Personnel Office of the EMPLOYEE'S written request for a desk audit. IHSHQE agrees to consider any information on this subject which the EMPLOYEE may wish to present, and to discuss its findings with the EMPLOYEE. Any such discussion may include an explanation by the Specialist of the applicable job grading process. If a satisfactory resolution of the EMPLOYEE'S complaint is not reached, IHSHQE will furnish the affected EMPLOYEE with copies of its findings and inform the EMPLOYEE of their appeal rights.

Section 4: No Reprisal Assignments

No Employees will be assigned work as reprisal, retaliation, or punishment.

Section 5: Compensation Level

IHSHQE agrees that positions will be classified on the basis of the highest level duties performed on a regular and recurring basis in accordance with applicable laws and regulations.

Section 6: Related Duties

Position descriptions may be worded to state that Employees will perform other duties as assigned. Other duties will be interpreted to mean duties directly related to the position description except in emergency situations or when there is no work available within the position description. No new duties or assignments will be added to a position description without advance notice to the employee. However, when assigned duties not specifically contained in their position description, EMPLOYEES must obey an order to perform duties and may later grieve the appropriateness of the assignment.